



ALAMEDA POLICE DEPT.

1555 Oak Street
Alameda, CA 94501
(510) 337-8340
CA0010100

TRAINING BULLETIN

**Documentation of Negligent
Firearm/Projectile System Discharges**

NO: 18-02

DATE: 09/11/18

FOR FURTHER INFO CONTACT:

Sergeant Agosta

Background: The purpose of this Training Bulletin is to establish a procedure to ensure the proper documentation of negligent firearm discharges. This training bulletin shall also apply to kinetic energy projectile and pepper projectile systems. For further information concerning firearm discharges, please refer to Lexipol policy 312. Although proper documentation of these types of incidents is of the foremost importance, please ensure that the protections entitled to officers by the Peace Officers Procedural Bill of Rights Act (POBR) are not violated.

If a negligent discharge occurs, the supervisor may obtain a Public Safety Statement from the involved officer. Public safety information shall be limited to such things as: number and direction of any shots fired, perimeter of the incident scene, identity of known or potential witnesses, property damage incurred and any other pertinent information. If further information is needed, the supervisor shall advise the officer of his right to representation per Government Code 3303(i) prior to further questioning.

Procedure: Effective immediately, the below listed Firearm/Projectile System incidents will be documented:

1. While officer was on-duty and no property damage occurred
2. While officer was on-duty and property damage occurred
3. While officer was off-duty and within the city of Alameda
4. While officer was off-duty and outside the city of Alameda

Supervisor procedure: When one of the above listed reportable incidents occur, the supervisor shall gather all applicable data necessary to document the incident as described within Lexipol policy 312.

If a report is generated for a negligent discharge, the "Incident" should be listed as "Misc." and the offense should be listed as "Misc."

Training after a negligent discharge:

Handgun: If a negligent discharge with a handgun occurs while the officer is on-duty, the officer shall be removed from duty until their weapon can be inspected and documented training can be provided by a departmental firearm instructor. If no instructor is available, the Range Master or Assistant Range Master will be contacted. They will then facilitate immediate documented firearms training prior to the officer being returned to duty.

If the officer was off-duty at the time of the incident, they shall be provided documented firearms training and have their weapon inspected prior to their return to duty.

Patrol rifle or projectile system: If a negligent discharge with a patrol rifle or projectile system occurs while the officer is on-duty, the weapon will be removed from the employee's possession for inspection. The officer may return to duty but shall not deploy that type of weapon until documented training can be provided by a departmental firearm instructor. If no instructor is immediately available, the Range Master or Assistant Range Master will facilitate documented training as soon as possible prior to the officer deploying that weapon again.

Notifications: After a negligent discharge occurs, a Blue Team entry will be completed. The incident shall be forwarded to the Watch Commander and "CC" to Command staff, Department Range Master, and Inspectional Services.



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Narcan/ Naloxone Procedure

NO: 18-03

FOR FURTHER INFO CONTACT:

DATE: 10/15/2018

Lieutenant David Pascoe

PURPOSE AND SCOPE:

This procedure recognizes that members often encounter persons who appear to be in need of medical aid and establishes a law enforcement procedure for handling such situations.

DEFINITIONS:

Naloxone Hydrochloride (Narcan): Naloxone, also commonly known as Narcan, is a prescription medication used for the treatment of a possible opioid and/or suspected opioid overdose.

Intranasal: Naloxone is a narcotic antagonist that works by affecting the opiate receptor sites within the brain. Naloxone is administered into the subject's nose via intranasal administration (spray). The nasal cavity is covered by a thin mucosa which is extremely vascular and provides a direct route into the blood stream of the subject. This method of administration is noninvasive and quickly effective.

Opioid Overdose: An opioid overdose is an acute medical condition due to excessive exposure to an opioid such as Heroin, Morphine, Tramadol, and Oxycodone. This serious medical condition can cause the victim to suffer from an altered level of consciousness, pinpoint pupils, respiratory arrest, and can lead to death.

PROCEDURE:

A. STORAGE OF NALOXONE:

Intranasal Naloxone should generally be stored between fifty-nine and eight-six degrees Fahrenheit and should be kept away from direct sunlight. However, the manufacturer of the product suggests it will not become adulterated unless temperatures drop below thirty-two degrees or exceed one hundred and forty degrees Fahrenheit.

Naloxone is a fairly stable medication, with a shelf-life ranging between eighteen months and two years. The life of the product is determined by its production date, not when it was obtained or placed into service.

B. ISSUING NALOXONE KITS:

Naloxone kits will be issued by the Watch Commander of the designated sergeant. All Patrol, Investigations, Traffic, and SWAT members will be issued Naloxone kits after they have completed opioid overdose training. A kit will be assigned to each patrol vehicle, traffic motorcycle, Investigation vehicles and SWAT vehicles. Kits should remain in the respective vehicles unless a member responds to a call for service and/or are involved in situations where exposures may be anticipated.

C. USING NALOXONE:

Members trained in the use of Naloxone are authorized to use it without prior approval in cases where an opiate overdose is suspected.

When administering Naloxone, employees should maintain universal precautions against blood borne pathogens.

Prior to administration of Naloxone, members should assess the victim for lack of breathing, pulse and unresponsiveness. Members should conduct a brief visual survey for any obvious evidence of drug use or exposure.

If members determine the victim is suffering from an opiate based overdose they will request the Alameda Fire Department or any Emergency Medical Services (EMS) in conjunction with the administration of Naloxone.

Naloxone shall be administered by members through the intranasal method only as approved by the local Emergency Services Director and in accordance with training guidelines.

Members administering Naloxone on anyone, including other members of this agency or other law enforcement agencies, shall notify the appropriate medical personnel so a more thorough assessment can be performed.

D. TRAINING:

Prior to being issued and/or administering Naloxone, members must complete an Opioid Overdose Prevention Training conducted by a person authorized by the Agency to serve as a trainer. The authorized trainer must be trained under Title 22, California Code of Regulations, to conduct the training. The training will only be offered to sworn personnel and will be conducted initially during the Field Training Program and subsequently every two years during departmental Continued Professional Training (CPT). The Personnel and Training Sergeant is responsible for ensuring this training is conducted.

E. MAINTENANCE AND REPLACEMENT:

Daily inspection of the Naloxone kit shall be the responsibility of members prior to going into service.

The Naloxone kit shall be kept inside the vehicle and not in the trunk while the member is in service. This is imperative since extreme temperature changes may affect the effectiveness and integrity of the medication.

Members should take precautions to ensure their Naloxone kits are not exposed to extreme temperatures. Exposure to extreme temperature changes may affect the effectiveness and integrity of the medication.

The Naloxone kits should be kept on a member's person when responding to calls for service or instances where an exposure is likely to occur.

Naloxone kits stored at the Police Administrative Building (PAB), shall be stored in a locked pelican case inside the sergeants' office. If a kit needs to be accessed or exchanged, a sergeant will ensure that the member accurately fills out the APD Naloxone Inspection Log.

The Investigations Commander will be the Program Administrator. The Program Administrator or assigned sergeant should conduct an inspection of the Naloxone kits on the first working day of each month. Inspections should be recorded on an APD Naloxone Inspection Log and forwarded to the Program Administrator or assigned sergeant. Completed logs should be forwarded to the Personnel and Training (P&T) Unit.

Missing or damaged Naloxone kits should be reported as missing or damaged equipment to the member's immediate supervisor. The supervisor will then ensure proper notification is made to the Naloxone Program Administrator so kits can be replaced as necessary.

A departmental memorandum will be authored to document missing or damaged Naloxone kits. The memorandum shall be routed to the employee's immediate supervisor and the designated program administrator. The Naloxone Program Administrator shall route a copy of the memorandum documenting missing or damaged kits to the P&T Unit.

Naloxone can only be obtained by prescription and will be ordered for the Alameda Police Department on an "as needed" basis by the program administrator.

F. DOCUMENTATION AND REPORTING:

Upon administering Naloxone and advising appropriate medical staff, the involved member shall complete a report describing the details, circumstances and results of the incident. The report should include any information for victims, witnesses or suspects and include a detailed narrative describing symptoms observed and any evidence of drug use observed at the scene.

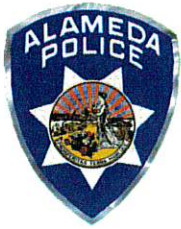
Paul J. Rolleri Chief of Police

This report is imperative for Emergency Medical Services Manager to conduct an audit of Naloxone administration within Alameda County.

Attachments:

Alameda Police Department- Naloxone Inventory Log

Alameda Police Department EMSA Medical Director Standing Orders



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TRAINING BULLETIN

Warning Citations

NO: 20-01

DATE: 3/31/2020

FOR FURTHER INFO CONTACT:

Lieutenant McMullen

Effective April 1, 2020, the Alameda Police Department will begin using warning citations (example attached). The purpose of the warning citation is not to replace the formal citation but supplement the options officers have to help educate the public to gain compliance and cooperation. These citations should be used to clear infraction detentions when a formal citation processed through the Superior Court is not desired. This procedural addition will result in a change from previous radio transmissions used to clear traffic stops and other citations. The process will allow for more formalized enforcement during calls where officer discretion is permitted. Warning citations should not be issued for misdemeanor crimes unless specific instruction from the Chief of Police.

The citation should be filled out entirely using the most factual information available. All observed violations for which the person was stopped should be noted on the citation. For example, if a vehicle is observed making an unsafe lane change and the vehicle has an inoperable taillight; both violations should be listed on the warning. Traffic stops, or other calls where a warning citation is issued, should be cleared by "909 cite." The violator will be given the white copy of the citation while the blue copy of the warning will be turned into the citation box by the end of the officer's shift for processing by Records Personnel.

This new process should eliminate the use of verbal warnings. There may be incidents where completing a written warning citation would unreasonably delay the officer from responding to a priority call. In these cases, a verbal warning may be utilized, however, the reason for giving a verbal warning must be later justified to the field supervisor.

The warning citations books are serialized and must be checked out using the same process of formalized citations. Canceling or amending a warning citation will follow the same process as if it were a formal citation, less the court notification. Warning citations are official documents and will be completed with the same accuracy as any other citation or police report. Falsifying these citations exposes an officer to the equal liability of falsifying any other official document.

Issuing warning citations will provide a better mechanism for the Alameda Police Department to track traffic enforcement data and it will allow officers to use broad discretion on which type of citation to issue.



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TRAINING BULLETIN

**Department Use of Social Media
Platforms**

NO: 21-03

DATE: 4/01/2021

FOR FURTHER INFO CONTACT:

Captain Jeff Emmitt

The purpose of this Training Bulletin is to provide further direction to APD employees who are authorized to post on APD's social media platforms.

Background

Recently, there has been discussion regarding the use of APD's social media platforms. Policy 391-Department/Office Use of Social Media provides overall direction to employees who are authorized to post to our social media accounts. APD's social media platforms' goal is to provide the public with practical information regarding services, issues, investigations, and other relevant events. The updated procedure is not replacing our current Social Media Policy. The Training Bulletin is an operational guide to assist those authorized to post to our platforms.

New Procedure

ALAMEDA PD MEDIA TEAM MISSION STATEMENT

Our mission is to educate our community about the various duties and services provided by the Alameda Police Department (APD). Through transparent engagement on our social media platforms, we are providing a clearer understanding of our department with the intent of creating a stronger and collaborative relationship with our community. By growing our social media platforms, we want to better educate, inform, and engage our community about impending emergencies, crime prevention, traffic safety, and events that impact their lives.

PLATFORMS

Facebook

Twitter

Instagram

YouTube

Nextdoor

BEST PRACTICES FOR SOCIAL MEDIA

- Content goals: 1/3 events, 1/3 crime-related (including crime prevention and traffic safety tips), 1/3 feature stories.
- Who APD should follow: influencers (news organizations, stakeholders), groups that do business with the City of Alameda (COA) or APD. (Generally, individuals will not be followed except when necessary to engage in an exchange of messages/information.)
- Always remember it's not about "you," but the community "you" serve.
- Keep posts short and concise.
- Write conversationally. Think about how one would explain a tough topic to a friend or family member. Ask oneself, "Why would they care?"
- When appropriate, use emojis and have fun.
- Hashtag for branding and to join broader social media conversations.
- Always post with a visual: pictures or video.
- When in doubt, contact Cole Pro Media advisors.

ETIQUETTE AND ENGAGEMENT

- Be respectful of the audience.
- Contributor should respond to all comments the first time.
- A potential response to a positive comment: "Thank you, Kathy. We appreciate the support."
- Response to negative comment: "Thank you for letting us know, Kathy. We'll look into it." or "Thank you for your comment, Kathy. Please call xxx for more information."
- Comments may be blocked, hidden or deleted if they fall into one of the following categories: obscenity as defined by the California Penal Code, Criminal threats as defined by the California Penal Code, illegal activities, links to malware, encouraging hate crimes as defined by the California Penal Code.

Attachments:

APD Policy 391-Department/Office Use of Social Media